

# Virginia Wireless E-911 Services Board

## Project Management Monthly Activity Report

Vendor: L. Robert Kimball & Associates, Inc.  
 Region/Locality: Southeast Region  
 Period: 26 April - 31 May 2003

Activity Report		
Task	Hours This Period	Comments
<b>Phase I Active Tasks</b>		
<b>Project Reporting / Status Review</b>	<b>26.75</b>	
1. WSB monthly report.	13.75	
2. Contacted Verizon LEC to determine projects status.	2.00	Response from LEC Project Manager, no response from LEC 911 Program Manager.
3. Contact with PSAPs for status of map data, ALI format, equipment procurement and installation.	11.00	
<b>LEC / WSP Contact &amp; Coordination</b>	<b>1.00</b>	
1. Phone call to LEC PM for installation completion dates.	1.00	
<b>PSAP Strategic Planning</b>	<b>5.00</b>	
1. Meeting with Kimball personnel to coordinate implementation.	5.00	
<b>Map / CAD Assessment</b>	<b>18.50</b>	
1. Coordinated vendors for City of Franklin to capture data stream from CPE and forward it to mapping.	10.50	
2. Advised PSAPs of ESRI grants.	1.00	
3. Coordinated delivery of cell tower coverage layers for City of Franklin.	3.50	
4. Confirmed cell tower address information for City of Franklin.	3.50	
<b>Cost Recovery / True-up</b>	<b>5.25</b>	
1. Contacted Verizon LEC for City of Emporia regarding recently billed trunk charges from last year.	2.00	
2. Revised FY04 funding request for Surry County for UPS purchase.	3.25	
<b>TOTAL HOURS</b>	<b>56.50</b>	
<b>Phase II Active Tasks</b>		
<b>Project Reporting / Status Review</b>	<b>4.00</b>	
1. Coordinated Phase II ALI format conversion with vendors for City of Franklin.	2.00	
2. Advised WSPs of Phase II status for City of Franklin.	2.00	
<b>LEC / WSP Contact &amp; Coordination</b>	<b>11.25</b>	
1. Responded to WSPs' Phase II questionnaires for City of Franklin.	5.25	
2. Coordinated LEC and WSPs to resolve mapping integration of address data.	6.00	

<b>PSAP Strategic Planning</b>				<b>8.25</b>	
1. Meetings with Kimball personnel regarding Phase II deployment in City of Emporia and City of Franklin.				8.25	
<b>Map / CAD Assessment</b>				<b>1.00</b>	
1. Discussed region-wide sharing of mapping data at suggestion of City of Franklin. Will follow-up.				1.00	
<b>TOTAL HOURS</b>				<b>24.50</b>	
<b>GRAND TOTAL</b>				<b>81.00</b>	
<b>Completed Tasks</b>					
PSAP Assessments		Region			
<b>Issues of Importance / Accomplishments</b>					